

City of Chattanooga, TN
Personnel Class Specification

Class Code 0448

FLSA: Exempt

**CLASSIFICATION TITLE: PUBLIC WORKS INFORMATION
TECHNOLOGY MANAGER**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate and provide technical support to all information technology (IT) functions for the Public Works Department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides planning, technical support and coordination for the department's information technology systems, functions and operations.

Plans, coordinates and provides user training on department IT systems and operations; explains and instructs users in system capabilities, operations and procedures; responds to questions; and provides problem solving and troubleshooting.

Works with Information Systems Department personnel to coordinate changes, upgrades and support services for the Public Works IT systems; schedules and coordinates hardware and software system modifications; ensures the Public Works Department's IT needs are met and that the Public Works IT systems comply with City-wide IT plans and requirements.

Manages the department web server; and coordinates the development and maintenance of the Department website.

Establishes and maintains the department's data security and integrity guidelines.

Provides direction, statistical information, and summaries to the Public Works management team using information obtained from the department's databases and IT operations; analyzes departmental business processes for efficiency and data integrity; makes recommendations to the management team for improvements to department data integrity, efficiency and/or performance.

Prepares the department's IT budget requests and recommendations; provides supporting documentation.

Analyzes the department's information system needs; considers current system capabilities, technological developments, IT trends and budget constraints; and makes recommendations for new purchases, upgrades and/or system modifications.

Prepares Requests For Proposals (RFPs) and other documents pertaining to the procurement of department IT hardware, software, and/or contracted services.

Operates a personal computer, web server, and related peripheral IT equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, operation systems, desktop publishing, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, computer science or industrial engineering supplemented by a minimum of three (3) years experience and/or training (other than undergraduate studies) that include business management applications, configuration of network databases, computer programming and/or network administration OR any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Chattanooga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: October 2002